



RULES & REGULATIONS

Street Tails Animal Rescue (STAR) Rules & Regulations **must be strictly followed** for the safety of the animals and people involved! If you do not abide by these rules, you will be asked to terminate your volunteering experience.

Sign-up sheets will be posted on the Volunteer Board (located in the office) for daily activities and upcoming events. Due to the location of STAR, we all need to consider the privacy of the residents and neighbors.

1. Plan on getting dirty... wear appropriate clothes and shoes.
2. All STAR volunteers will receive equal opportunity and treatment throughout recruitment, appointment, training, and service.
3. Please arrive on time for the task signed up for. If you are unable to make the time, then STAR needs at least 24-hour notice. **IMPORTANT:** If you are signed up for feeding, please find your own replacements. **DO NOT** just leave a message stating you are not going to feed. You must speak to someone in the office or have a replacement.
4. Phone: Please follow SOPs. Do not answer the phone unless you have been approved to do so. **NO** long distance calls are allowed.
5. Volunteers under the age of 14 must be supervised by a parent/guardian at all times.
6. There will be no reimbursement of funds for supplies purchased without prior approval from the Board.
7. Although we greatly appreciate all efforts made by volunteers on behalf of STAR, the Board must first approve all actions, correspondence, and solicitations.
8. Volunteers may only handle dogs after they have been orientated and trained and they may only handle dogs that fall into their Level's classification unless supervised.
9. **DO NOT FEED** any animal anything without direct approval as some animals may have special needs or dietary restrictions. Only Feeders are authorized to feed.
10. Turn OFF the water.
11. Medications or drugs may **ONLY** be administered with the approval of a Board Member.

12. ANY and ALL veterinary/medical questions go directly and only through Lindsay. DO NOT CALL the vet to inquire about STAR animals. You are NOT authorized!
13. Do NOT open any kennel, dog run or cattery door, gate, latch, etc., without prior assessment and approval.
14. Do NOT enter any kennel, dog run or cattery containing an animal without permission. Always close the gate/door immediately behind you.
15. Do NOT handle any animal until you have been authorized.
16. Alcohol/drug use when volunteering at STAR or related STAR function will NOT be tolerated.
17. NO rough housing, screaming, loud noises, or profanity allowed.
18. All equipment must be cleaned and put back in its proper place.
19. Sweep/mop the Center if necessary – neatness makes a BIG impression.
20. STAR is not responsible for advice given by volunteers.
21. Be respectful, kind, and considerate to others. Be courteous, patient, and open-minded. We do expect you to be willing to learn and enjoy yourself. STAR maintains a no-kill rescue and adoption center with something to offer the young, the old, the physically/mentally challenged, the animal lover, and the people who admire from afar.
22. If you volunteer for something off-site, (e.g., writing letters, research, fundraisers, etc.), we need professional and consistent FOLLOW THROUGH on your responsibilities. We will also need frequent updates on your progress.

Please use common sense and think SAFETY first.

